

Purpose

To reimburse employees for professional certification fees for positions which require specific professional certification.

Policy

The Department of Transportation will pay for the following professional certification fees:

- o State of Utah Professional Engineers' examination fee, if license is required for the position. Examination fees will only be reimbursed one time after successfully passing the exam.
- o Renewal fee for the Professional Engineers' license, where it is used exclusively for the Department of Transportation.
- o Renewal of Professional License fees required by the job, if used exclusively for the Department of Transportation.
- o Commercial Driver License fee and renewal fees when required and used exclusively for the Department of Transportation may be reimbursed less the regular fee for a standard driver license.

Procedures

Professional Certification Fees

UDOT 05C-51.1

Responsibility: Employee

Actions

1. Presents documentation of the payment (receipt) and proof of successfully passing the exam to the Region/Group's Support Services Manager or designee for reimbursement.

Responsibility: Support Services Manager or Designee

2. Authorizes and makes reimbursement to the employee for the Professional Certification Fees as allowed by this policy from the region/group's administrative budget.